

Using a web browser, navigate to [www.blogger.com](http://www.blogger.com) and sign into the website using your gmail account information (Google email account). After logging into Blogger, you will be in the dashboard section of your blog. (Or navigate to the web address for your blog and then sign into it.)

## **To Add a New Post:**

→ From the Dashboard:

In the middle of the screen, click on the link for a New Post.



→ From your Blog:

In the upper right corner of the screen, click on the link for a New Post.

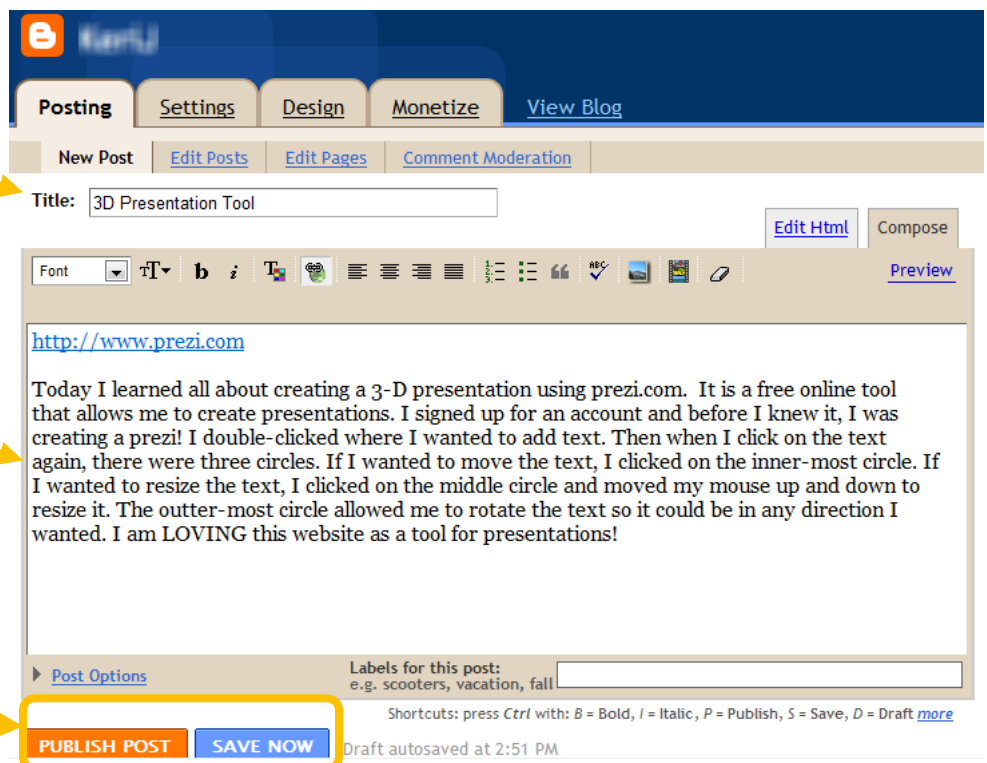


## **Creating the New Blog Post:**

Add a title for the new post.

Type in the larger box the text for your new post.

When you are completely finished and are ready to post the new entry to your blog, click on **Publish Post** button.



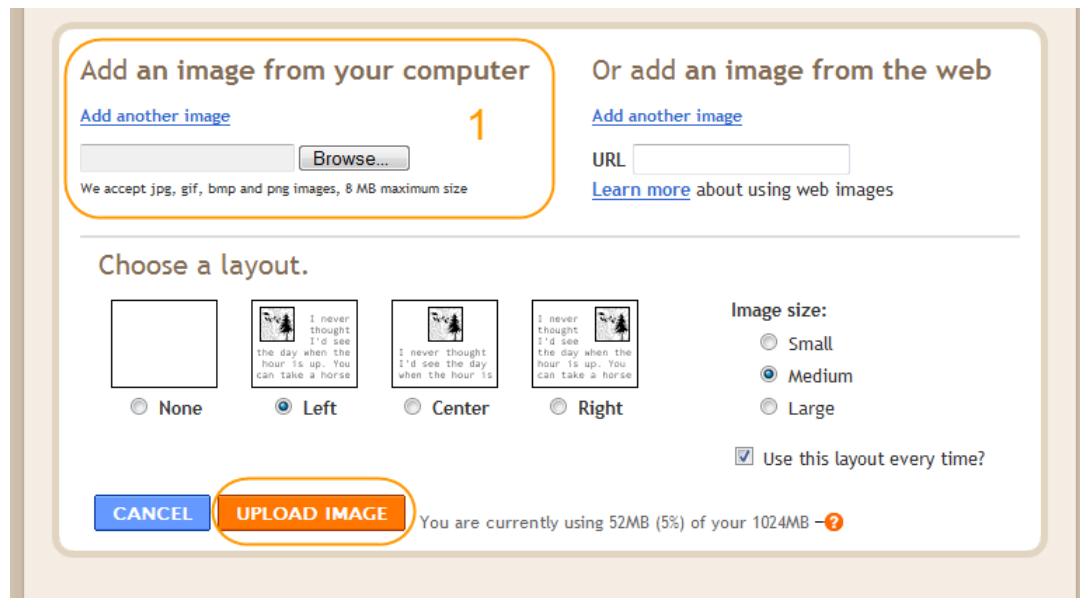
If you are not finished and want to complete it at a later time, click on the **Save Now** button.

## To Add a Picture to a Blog Post:

At the top of the Blog Entry box, click on the **Add Image** icon.



1. If you already have an image on your computer that you want to add (ex. My Pictures), then click on the **Browse** button to upload the image into the Blog post.



Select a **Layout** for your picture (how you want the text to wrap around the image). When finished, click on the **Upload Image** button to insert the picture into your blog post.

### Need to find some pictures?

Use a search engine like Google, or a photo site like Flickr to find pictures on the web.

- ➔ Search for pictures using Google Images: <http://images.google.com/>
- ➔ Search for pictures using Flickr, a photo site: <http://www.flickr.com>

Found a picture you like? To save it, **right-click** on the picture and click on **Save Picture As...** Save the picture to your computer so that you can upload it later onto your blog.

- If you found an image on a website that you want to insert into your blog, use the “Or add an image from the Web” option in adding an image to your blog post.

**Copy** and **paste** a URL (website address) into the box marked URL. Click on the button to **Upload image**.

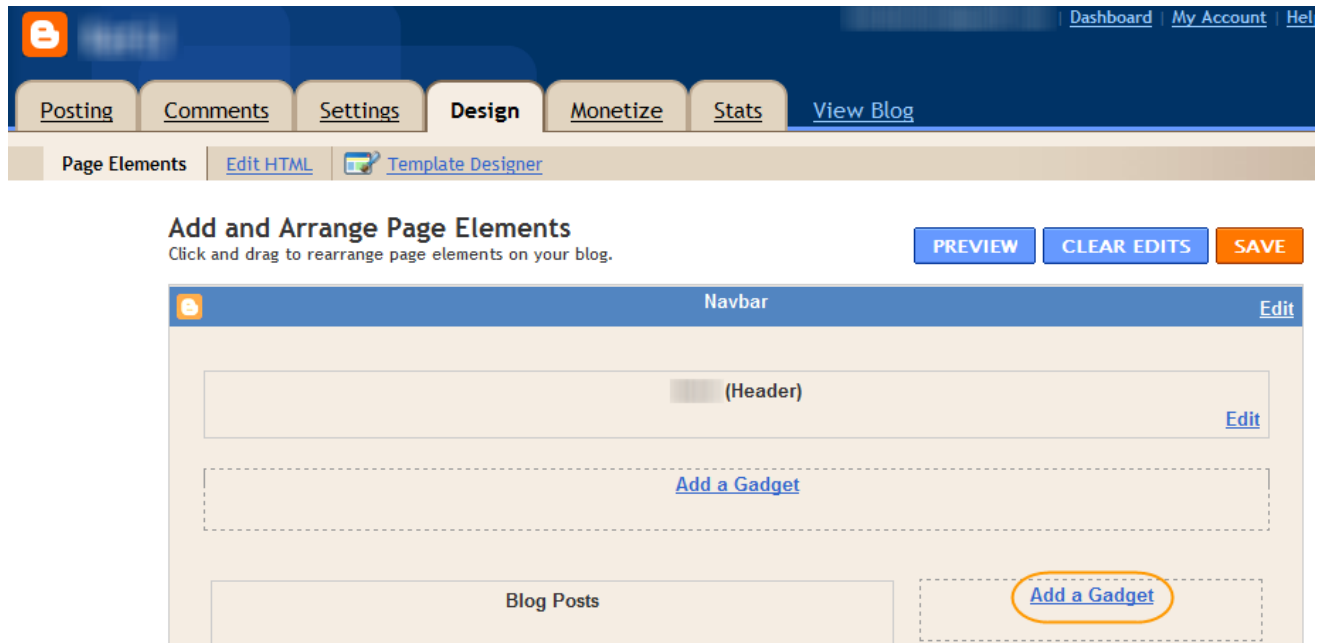
*(Note: Due to copyright issues and linking to someone else's website, it is recommended that you add an image directly from your computer versus linking to someone else's website.)*

- Once the image has been uploaded, there might be a blank box in front of your blog post that you will have to exit out of to view your blog post with its newly added image.

- To add text, click in the space after or before the picture and begin typing in text next to the picture. To move the picture, click on the picture and drag it to where you want it.

## To Add a Picture to the Blog (design):

In the Design portion of your Blog, click on the link to **Add a Gadget**



In the window that pops up, scroll down the list and click on **Picture**

1. Fill in the **Title** for the picture
2. (Optional) Add a **Caption** to the picture (ex. Picture source)
3. (Optional) Add a **Link** to the picture (If the picture is clicked on, a website will open up)
4. Upload a picture **From your computer**:
5. Click **SAVE** when finished.

*Note: To move gadgets around your blog, simply click and drag them to different places on the Design portion of your Blog.*

## To Add a YouTube Video/HTML Coding:

### Finding the Video & Code on Youtube:

In a web browser, go to <http://www.youtube.com> and find a video you want to put into your blog. Under the video on the right side of the screen, look for the button **<Embed>** Click on the button to copy and paste the code into Blogger.

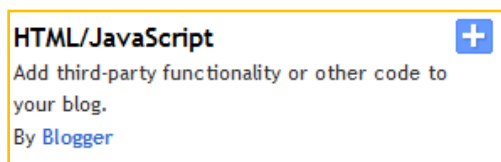


**Right-click** in the text highlighted blue, and in the menu that pops up, click on **Copy**

### Adding the Video Code to Blogger:

In the Design portion of your Blog, click on the link to **Add a Gadget**

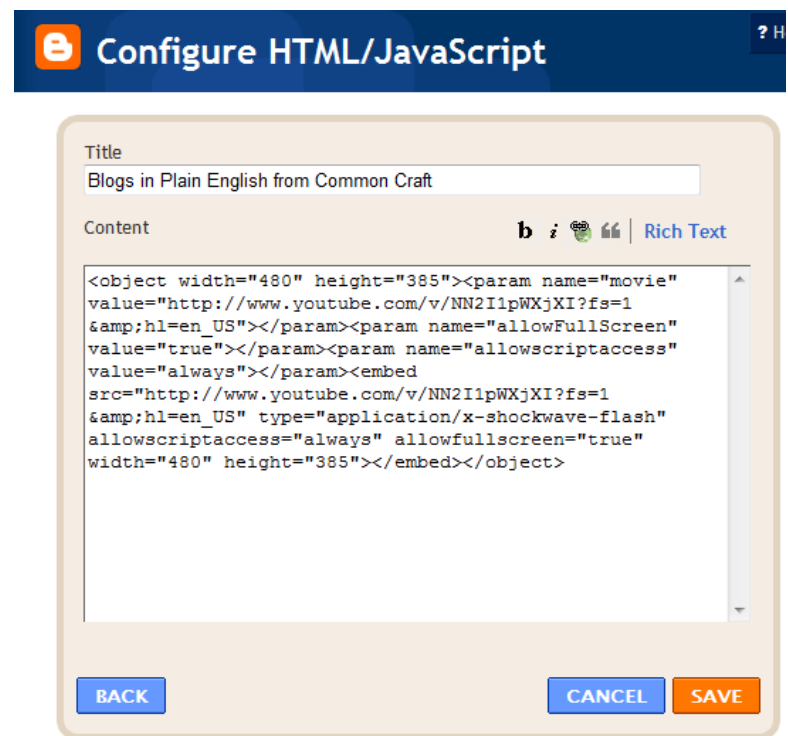
In the window that pops up, scroll down the list and click on **HTML/JavaScript**



In the window that pops up, **Paste** the YouTube video coding into the *Content* portion. Add a title for your video in the *Title* section.

Click **SAVE** when completed.

*Note: To view the video, view your blog.*



## **To Add a YouTube Video to a Blog Post**

Make sure you have copied the <Embed> code from YouTube. In a new Blog post, in the upper right corner, select the Edit HTML tab and then paste the coding into the large box. Add a title to your video by entering in a title in the smaller box.

*Note: You will not see it until you publish it. – you can however preview it to be sure it worked.*

## **Other Gadgets to add to blog:**

Add a Gadget → Basics/Featured/Most Popular/More Gadgets

- Text (ex: welcome message)
- Poll gadget
- Slideshow
- Link list
- List
- Flickr photo stream
- Twitter Updates